

DD/A 81-1647

7 AUG 1981

ODP # 81-1188

MEMORANDUM FOR: Acting Director of Communications
Acting Director of Data Processing
Director of Finance
Acting Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Travel Controls

In view of the limited travel fund constraints under which we are now operating, it is imperative that Office Directors exercise tight control over TDY travel being performed by their components. TDY travel undertaken by Office Directors themselves will be approved by me. Finally, please keep me advised of travel performed by Deputy Office Directors.

[Redacted Signature Box]

Harry E. Fitzwater

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Harry E. Fitzwater
DDA
7D-18 Hqs.

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. AD/Data Processing
2D-00 Hqs.

9 Sept

SR

2. D/ODP

9/30

J.

3. ED

9 Sept 81

GD

4. B + F

9/9

Jub

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

STAT